#### Maynooth University Capitation Committee

SPECIAL EVENTS FUND

# Application Form

Club / Society / Student Organisation Applying for Grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Venue for Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of members expected to attend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Give a brief description of the event:

## Event Budget:

* *Please ensure that your MSULife Budget page is up to date.*

*Event budget to be modified below:*

|  |  |
| --- | --- |
| **Income** | **Total** |
| Club/Soc Contribution: |  |
| Individual Members Contribution (per person) |  |
| Sponsorship |  |
| Fundraising |  |
| Entry Fees |  |
|  |  |
| **Total Income** | **0** |
| *Please attach quotes (eg buses, accommodation, food etc.)*  **Expenditure** |  |
| Guest speakers / instructors |  |
| Equipment (eg hire of lighting etc) |  |
| Venue Hire |  |
| Transport |  |
| Accommodation |  |
|  |  |
| **Total Expenditure** | **0** |
| **Subsidy Required (Exp - Inc)** | **0** |

Why should you receive funding for this event?

*Checklist:*

* *Have you submitted an updated copy of your accounts*
* *Have you submitted quotes (eg transport, accommodation, etc.)*
* *Have you completed the Special Events Application form*

*E-mail completed application to capitation@nuimsu.com for circulation to members of the Capitation Committee. Note: applications must be received by 12 noon on Monday of each week and two weeks in advance of the event.*

**Guidelines/qualifying criteria:**

1. Hosting intervarsity.
2. Competing of Semi Final and Final stage or penultimate stage of competitions.
3. International Trips (irregular event, not annually).
4. International/National representation.
5. Unforeseen Trip.
6. Profile Events.
7. Extraordinary/miscellaneous Event.
8. Increased Engagement.
9. Note: Special Events Funding is not guaranteed – decisions subject to guidelines and funds available.